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## Office of Security

# Trends and Highlights

JUNE 1977

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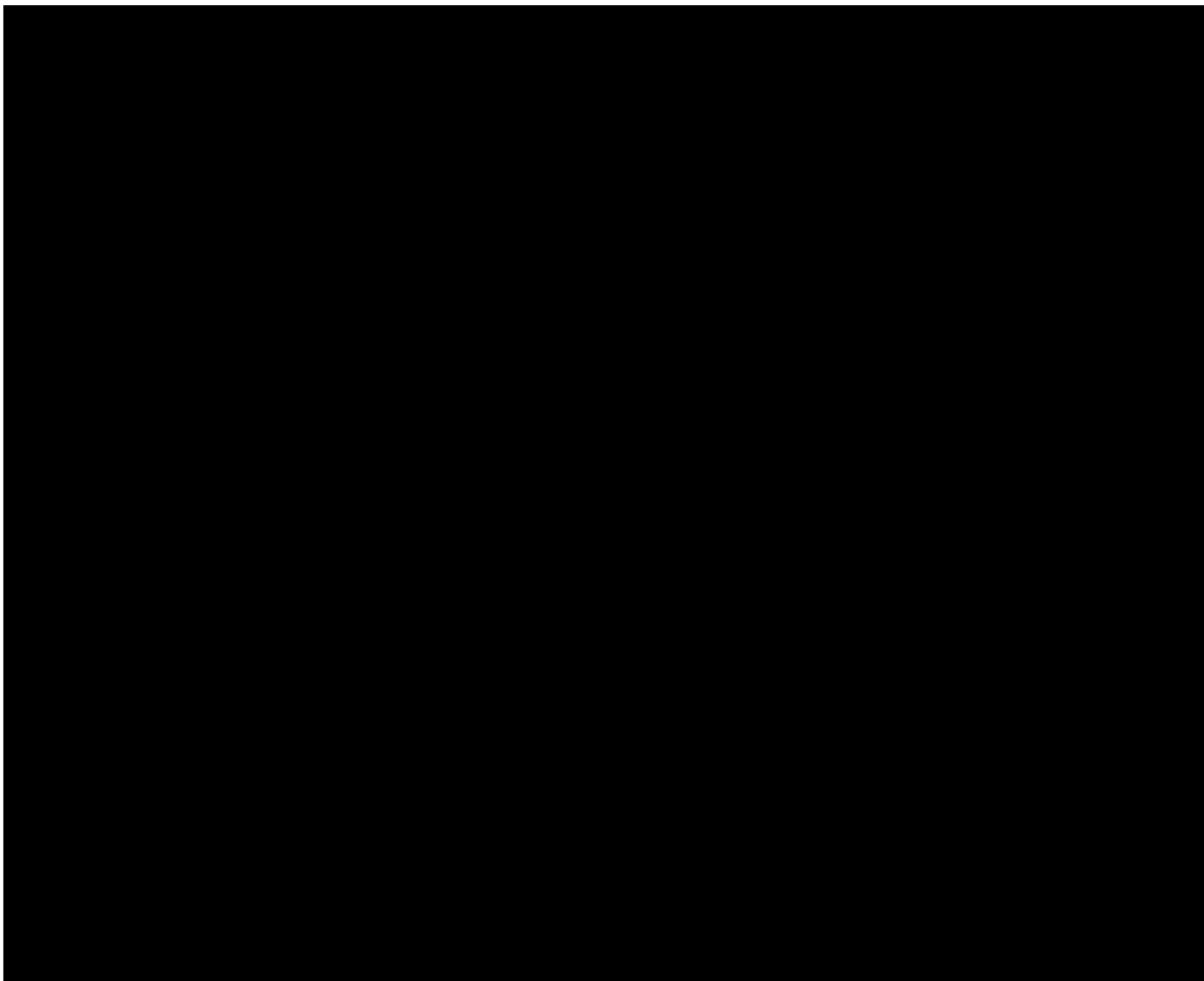
PHYSICAL SECURITY DIVISION

OFFICE OF SECURITY

Monthly Report JUNE 1977

Monthly Cumulative  
Total FY-77

1.



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Program - 176 man-hours, cumulative - 1,153 man-hours.  
Industrial Security Task Force - 32 man-hours.

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PhySD Monthly Report JUNE 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Advice and Guidance	92	614
Security Violations Program	69	560
Investigated Domestically	29	306
Domestic Charged	6	112
Overseas, Correlated/Charged	0	3
Briefings	3	36
Investigations	2	33
Support Activities	13	84
Special Projects or Assignments		

3. HEADQUARTERS ACTIVITIES (C)

Security Duty Office	69	594
Incidents Involving Written Reports	1,814	15,911
Security Assistance Cases		
Security Inspections of Agency Facilities	378	2,659
Receptionist Section	11,436	92,815
Total Number of Visitors Processed		
Collateral Clerk Office	191	1,570
Number of Fines Collected	\$1,150	\$9,901
Money Collected		
Identification Section	1,205	8,274
Staff Badges Issued	112	1,395
VNE Badges Issued	282	1,447
Credentials Issued	2,121	3,679
Staff Badges Destroyed	142	680
VNE Badges Destroyed	163	752
Credentials Destroyed		
Security Services Section	742	8,528
Security Equipment Service Calls	163	2,450
Special Support Assignments/Man-hours	1,014	9,958
██████████ Escort Assignments	23	659
Classified Escort Assignments/Man-hours		

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4. SAFETY ACTIVITIES (U/AIUO)

Safety Surveys	0	23
Man-hours	0	879
Special Safety Inspections	21	93
Man-hours	44	166

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PhySD Monthly Report JUNE 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Accident Investigations	3	10
Accident Reports Processed	53	513
Analytical and Statistical Reports Prepared	0	8
Training Given	0	6
Formal Full-time Programs	0	88
Number of Students	0	383
Student Man-days	42	104
Briefing Sessions	5,400	6,926
Number of Sessions	5,400	7,824
Number of Attendees	0	3
Student Man-hours	0	3,186
Special Programs	2,500	31,755
Number of Attendees	0	0
Safety Literature Distributed	16	223
Fire Alarm Tests Conducted	0	3
Support Actions		
Fire Drills		

5. Physical Security Division Travel (C)

Man-days on Overseas TDY	29	641
Man-days on Domestic TDY	1	253
Total Man-days on TDY	30	894

6. Physical Security Division Training (U)

Man-hours Receiving Training	40	2,691
Man-hours Conducting Training	86 *	1,308

\* Safety personnel spent 31 hours briefing employees in connection with the Safety Orientation Program. This figure does not include 283 hours spent by Safety personnel in support of the Safety Orientation Program.

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	<u>Monthly</u>	<u>Cumulative Total FY 77</u>
6. (C) <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>94</u>	<u>1077</u>
Man Days on Domestic Duty	<u>6</u>	<u>211</u>
Total Man Days on TDY	<u>100</u>	<u>1288</u>
7. (C) <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>0</u>	<u>244</u>
Man Days in External Training	<u>11</u>	<u>11</u>
8. (C) <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	<u>150</u>	<u>274</u>
Man Hours Providing Logistical Support	<u>575</u>	<u>4235</u>

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Monthly Activities of the PSI Directorate  
(June 1977)

Clearance Division Activity

Total Cases Received	2022
Total Field Cases Received	870
Total Cases Processed	1686
Total Field Cases Processed	789
Total Cases Pending	3061
Total Field Cases Pending	1681

Field Office Investigative Assignments

Total Received	1356
Total Completed	1318
Total Pending	1833

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2197
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1530
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Polygraph Branch

Overt	252	(107 - fav.; 145 - note)
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Covert	23
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RIP	59
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Total	334
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(When Filled In)

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OFFICE OF SECURITY

# TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of JUNE 19 77

1. PROCESSING TIME (For* <u>197</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS in INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	41.1		15.3	56.4

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

4. Above figures were obtained from [REDACTED]

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\*This figure does not include \_\_\_\_\_ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of \_\_\_\_\_ CASES.

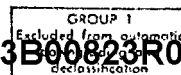
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STATUS OF FIELD ASSIGNMENTS		TOTAL								
PENDING BOM	ALL	1795	109	126	-	392	155	219	295	499
	APPLICANT	361	20	30	-	18	58	60	18	157
RECEIVED	ALL	1356	121	189	-	252	92	161	140	401
	APPLICANT	356	44	58	-	22	31	50	26	125
COMPLETED	ALL	1318	124	167	-	224	115	183	154	371
	APPLICANT	386	40	43	-	19	57	58	21	148
PENDING EOM	ALL	1833	106	148	-	420	132	197	501	529
	APPLICANT	331	24	45	-	21	32	52	23	134

#### AGE OF ASSIGNMENTS

PENDING 60 DAYS OR MORE	APPLICANTS	12	-	-	-	-	2	6	-	4
	COVERT AND OTHER OVERT	427	18	5	-	116	28	38	115	107
AVERAGE NO. OF DAYS TO COMPLETE	APPLICANTS	195	20	27	-	29	27	36	22	34
	COVERT AND OTHER OVERT	342	46	39	-	53	43	52	62	47
PENDING OFFICE OF ORIGIN CASES	TOTAL OVERT AND COVERT	-	-	-	-	-	-	-	-	-
	PENDING 60 DAYS OR MORE	-	-	-	-	-	-	-	-	-

#### PERSONNEL Agents Assigned

25X9

AGENTS AVAILABLE	INVESTIGATIONS	
	SUPPORT	
	LIAISON	
	TOTAL	
CORRESPONDENT ASSIGNMENTS	COMPLETED	
	PENDING EOM	

#### AGENT PRODUCTION

COMPLETED PER AGENT (Based on agents available for investigation)	INCLUDING COMPLETIONS BY CORRESPONDENTS	17.2	17.2	12.6	-	22.0	19.5	13.1	15.7	20.6
	EXCLUDING COMPLETIONS BY CORRESPONDENTS	15.3	16.8	12.6	-	19.0	18.1	11.8	15.5	15.6
PENDING PER AGENT (Based on average agents on support in previous year)	INCLUDING PENDING BY CORRESPONDENTS	24.0	14.7	11.2	-	41.2	22.3	14.1	35.4	29.4
	EXCLUDING PENDING BY CORRESPONDENTS	22.0	14.7	11.2	-	41.2	22.3	14.1	35.4	29.4

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OPERATIONAL SUPPORT MANHOURS	TOTAL									AGENT EQUIV
A. COVERT SITES	24	-	-	-	-	-	-	-	24	
B. COVER SUPPORT	39	4	-	-	-	-	18	-	17	
C. CUSTODIAL	-	-	-	-	-	-	-	-	-	
D. ESCORT	151	12	8	-	-	-	62	-	69	
E. LETTER DROPS	1225	80	105	-	125	195	243	70	407	
F. SPECIAL INQUIRY	64	-	8	-	5	6	8	26	11	
G. SPECIAL PROJECTS	-	-	-	-	-	-	-	-	-	
H. SURVEILLANCES	255	-	-	-	-	-	-	-	255	
I. MISCELLANEOUS	435	55	30	-	32	20	76	6	216	
TOTAL	2197	155	151	-	162	221	407	102	999	
AGENT EQUIVALENT (200 hrs = 1 Agt; 100-250)	11.0	.8	.8	-	.8	1.1	2.0	.5	5.0	
PENDING LETTER DROPS Support Assignments. Closed	106	14	5	-	7	8	20	9	43	

STATUS

PENDING EOM	1688	-	36	-	-	-	-	7	1645	
RECEIVED	6511	-	137	-	-	-	-	4	6370	
COMPLETED	6315	-	131	-	-	-	-	8	6176	
PENDING EOM	1884	-	42	-	-	-	-	3	1839	

CONTRACT PERSONNEL

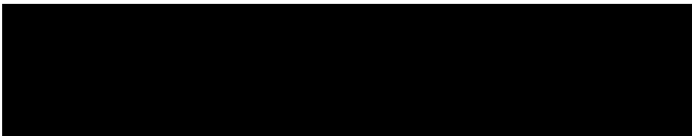
NUMBER UNDER CONTRACT	CORRESP.	1	2	-	6	2	2	12	15	
	STENO.	1	2	-	2	6	4	3	6	
\$10,885.00 COMPENSATION PAID \$3,785.65	CORRESP.	-	-	-	1375	675	1110	2200	5525	
	STENO.	-	559	-	374.10	585	64.35	418.40	1784.60	

DICTIONATION AND TYPING BACKLOG AS OF  
(Cases closed 90 days or more)


NOT DICTATED	798	185	35	-	76	114	86	61	241	
DICTATED BUT NOT TYPED	1872	3	124	-	235	18	290	709	493	

A&TD MONTHLY REPORT  
As of 30 June 1977

I. Status of Positions and Personnel: (projected to 30 September 1977)

		<u>POSITIONS</u>		<u>PERSONNEL</u>	
		<u>Current</u>	<u>Projected</u>	<u>Current</u>	<u>Projected</u>
Professional	STATINTL				
Clerical					
TOTAL					

II. Non-ceiling Personnel:

	<u>PERSONNEL</u>	STATINTL
One-Year Full Time		
Part Time (contract and appointed)		
Confidential Correspondents		
Contract Stenographers		

III. Recap for period 1-30 June 1977:

EOD's: Professional - 2  
Clerical - 3

TOTAL 5

SEPARATIONS: Professional - 1  
Clerical - 5

TOTAL 6

IV. Projected professional headroom (through 30 September 1977)

GS	<u>15</u>	<u>14</u>	<u>13</u>	<u>12</u>	<u>11</u>	<u>10</u>	<u>09</u>	<u>08</u>	<u>07</u>
	1	2	4	(33)	38	16	22	5	-7

\*Includes four non-professionals serving in professional positions and 16 additional EOD's (three have EOD'd).

**STATINTL**

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V. Training Activities

	<u>June 1977</u>	<u>YTD</u>
EOD Briefings	*11	35
Miscellaneous Briefings	0	6
External Training Enrollments by OS Personnel	7	33
Enrollments in OS Training Courses	2	124
Enrollments in Agency Training Courses by OS Personnel	38	226

\*Includes 8 Summer EOD Briefings

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6 July 1977

MEMORANDUM FOR: Deputy Director of Security (P&M)

FROM:

  
Chief, Security Records Division

STATINTL

SUBJECT:

SRD Productivity Data

Attached is a copy of the SRD Statistical Report -  
FY 1977, covering the period through June 1977.

  
STATINTL

Atts.

cc: C/PPG

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SECURITY RECORDS DIVISION - CASE PROCESSING FY-1977				
	PENDING BEGINNING OF MONTH	RECEIVED	PROCESSED	PENDING END OF MONTH
OCTOBER	210	2758	2862	106
NOVEMBER	106	3108	3090	124
DECEMBER	124	2701	2804	21
JANUARY	21	2960	2719	262
FEBRUARY	262	3094	3227	129
MARCH	129	2172	2209	92
APRIL	92	2176	2148	120
MAY	120	2106	2144	82
JUNE	82	2221	2214	89
JULY				
AUGUST				
SEPTEMBER				
TOTAL				

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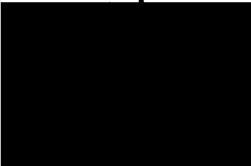
SECURITY RECORDS DIVISION - COMMUNICATIONS ACTIVITIES										FISCAL YEAR - 1977		
	TELETYPE MESSAGES			DISPATCHES			CABLES				MANIFESTS	
	RECEIVED	TRANSMITTED	TOTAL	INCOMING	OUTGOING	TOTAL	INCOMING	OUTGOING	NON-AGENCY	TOTAL	INCOMING ITEMS	OUTGOING ITEMS
OCT.	1114	504	1618	64	32	96	788	322	956	2066	380	1679
NOV.	1255	510	1765	65	26	91	864	402	987	2253	461	2049
DEC.	1268	449	1717	55	25	80	872	326	947	2145	342	1687
JAN.	1235	482	1717	60	31	91	845	343	1105	2293	404	1520
FEB.	1384	463	1847	68	35	103	850	378	1063	2291	399	1837
MAR.	1795	564	2359	61	45	106	845	360	1825	3030	497	1987
APR.	1141	543	1684	66	36	102	747	365	1276	2388	411	1890
MAY	1118	540	1658	58	55	113	961	363	1097	2421	438	1862
JUN.	1287	471	1758	67	37	104	774	322	972	2068	454	1743
JUL.												
AUG.												
SEP.												
TOTAL												

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SECURITY RECORDS DIVISION - INDICES ACTIVITIES					FISCAL YEAR - 1977				
	PRIORITY REQUESTS	SCOPE SEARCHES	STATINTL 		SECURITY DOCUMENTS NUMBERED	CARDS PURGED	CARDS TYPED	CARDS FILED	TOTAL SANCA RECORDS
OCT.	845	7546	365	44	1394	214	657	2869	1,890,328
NOV.	1229	4471	1143	25	1188	337	1003	3255	1,892,703
DEC.	799	3132	618	30	781	198	461	2397	1,894,354
JAN.	877	3589	345	17	789	222	702	2489	1,896,192
FEB.	872	3183	376	17	1052	335	727	2966	1,898,006
MAR.	1017	4714	548	26	1395	372	862	3292	1,900,469
APR.	1023	3472	1086	36	871	788	859	4311	1,901,998
MAY	933	3980	552	37	1307	374	609	3260	1,903,700
JUN.	951	4797	1446	31	742	468	765	2929	1,905,566
JUL.									
AUG.									
SEP.									
TOTAL									

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SECURITY RECORDS DIVISION - FILING ACTIVITIES					FISCAL YEAR - 1977		
	FILES REQUESTED	FILES PULLED	FOLDERS FILED	FILES RECHARGED	DELINQUENT FILES	DOCUMENTS FILED	UNFILED DOCUMENTS
OCT.	15258	13461	15201	5010	41	7032	1500
NOV.	12810	11359	15417	4319	40	5567	1500
DEC.	10632	9353	15582	3067	564	6384	500
JAN.	11378	11129	17625	5527	570	1867	3500
FEB.	15454	12602	15972	6396	127	9946	2000
MAR.	15484	14666	19942	3814	85	10859	1500
APR.	12779	11239	13074	3021	520	6310	2500
MAY	11858	10277	12184	6692	225	6321	3000
JUN.	11125	9279	12119	4094	167	10300	1500
JUL.							
AUG.							
SEP.							
TOTAL							

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SECURITY RECORDS DIVISION - SYSTEMS SUPPORT BRANCH								FISCAL YEAR - 1977			
	STATINTL			UPDATE TRANSACTIONS	TRANSACTIONS	MISC KEY PUNCH ACTIVITY	STATINTL TERMINAL "DOWN" TIME	DODCI REQUESTS SENT	NACC REQUESTS RECEIVED	NACC NO RECORDS SENT	DODCI REPLY CARDS RECEIVED
OCT.	8557	14602	19506	2906	14889	2249	6H20M	1758	1260	1438	2197
NOV.	6960	14434	17620	3837	16653	3066	10H15M	1791	1008	652	2665
DEC.	6070	12086	13920	2715	14835	4111	28H25M	2066	1076	1303	2105
JAN.	8216	14430	18646	2880	12978	8520	4H55M	1317	1230	743	1744
FEB.	7932	12951	20883	3325	15260	2023	3H05M	1817	1668	1314	2020
MAR.	12036	15088	23841	3718	14752	7019	30H	2111	2818	2172	2232
APR.	8344	12748	18036	4915	6130	5180	18H	2166	840	456	2013
MAY	12558	13318	58596	3685	0	10769	1H50M	1706	1766	1594	2251
JUN.	6826	14132	14709	3562	0	2546	13H02M	2084	2328	1296	1202
JUL.											
AUG.											
SEP.											
TOTAL											

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SECURITY RECORDS DIVISION - ANALYSIS ACTIVITIES						FISCAL YEAR 1977		
	SECURITY CASES REVIEWED					PURGE ACTIVITY		
	PENDING BEGINNING OF MONTH	CASES RECEIVED	CASES ANALYZED	PENDING END OF MONTH	SUMMARIES PREPARED	FILES SELECTED FOR PARTIAL PURGING	FILES SELECTED FOR TOTAL PURGING	TOTAL FILES REVIEWED
OCT.	32	645	655	22	179	21	648	3082
NOV.	22	720	723	19	221	13	182	935
DEC.	19	576	570	25	177	3	417	1038
JAN.	25	560	549	36	131	18	862	1850
FEB.	36	663	678	21	197	14	297	1517
MAR.	21	722	719	24	213	7	206	1915
APR.	24	636	648	12	206	62	199	1677
MAY	12	648	653	7	157	75	493	1459
JUN.	7	624	621	10	169	31	1378	4898
JUL.								
AUG.								
SEP.								
TOTAL								

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SECURITY RECORDS DIVISION - MICROFICHE & RETIREMENT ACTIVITIES FISCAL YEAR - 1977										
	FILES SELECTED FOR TOTAL PURGING	FILES RETURNED TO SHELVES	FILES SELECTED FOR MICROFICHING	TOTAL FILES REVIEWED	PAGES MICROFICHED	FILES MICROFICHED	TOTAL FILES ON MICROFICHE	RETIRED FILES IN RECORDS CENTER	FILES RECALLED FROM RECORDS CENTER	FILES REACTIVATED FROM RECORDS CENTER
OCT.	25	680	579	1284	30973	650	82,365	248,723	160	30
NOV.	31	792	750	1573	40838	704	82,998	248,679	243	44
DEC.	0	560	607	1167	28948	538	83590	248,621	414	58
JAN.	5	600	527	1102	27020	545	84041	248,573	360	48
FEB.	12	546	585	1143	28896	660	84586	248,528	217	45
MAR.	15	1038	952	2005	38985	795	85395	248,453	384	75
APR.	10	692	783	1485	40656	729	86254	248,408	221	45
MAY	8	576	725	1309	40035	603	86794	248,370	201	38
JUN.	12	862	735	1609	34986	620	87303	248,350	202	20
JUL.										
AUG.										
SEP.										
TOTAL										

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8 July 1977

MONTHLY HIGHLIGHTS REPORT  
Special Security Center  
June 1977

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1. The Compartmented Information Branch (CIB) during June deleted [REDACTED] from the SPECLE Computer and added [REDACTED] bringing the total number [REDACTED] in SPECLE II to [REDACTED] on record at the end of June 1977. There were 2,103 cable actions conducted by CIB personnel. Twenty-eight hardcopy computer reports and seven microfiche were supplied to various Intelligence Community customers during June.

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2. Three Hundred and Seventy briefings were given to 197 CIA employees. In addition 121 briefings were presented to 56 non-CIA personnel, as follows:

<u>U. S. Government Agencies</u>	<u>People</u>	<u>Briefings</u>
WH/NSC	5	14
WH/VP	4	12
Justice	12	22
Commerce - NOAA	1	3
GSA/NARS	5	10
WH/OTP	1	2
Federal Reserve Board	1	2
Agriculture	3	6
DEA	5	9
Commerce	1	2
USIA	1	3
FBI	2	2
IC	2	6

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**Next 1 Page(s) In Document Exempt**

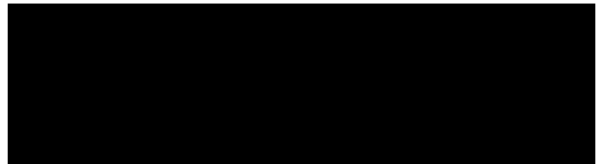
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1 July 1977

MEMORANDUM FOR: Policy and Plans Group  
FROM :   
Chief, Information Review Group  
SUBJECT : Status Report

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During the month of June, the Information Review Group received 272 Privacy Act cases and closed 303. Pending at the end of the month was 179. During the same period, we received 19 Freedom of Information Act cases and closed 33. Pending FOIA at end end of the month was 28.



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5 JUL 1977

INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - JUNE 1977

The Information Systems Security Group completed fifty-nine cases during the month of June 1977. Statistically, the cases break down as follows:

Management	11
Information Systems Security	37
Top Secret Control	11
	<hr/>
TOTAL	59

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